

MINUTES OF MARTHAM PARISH COUNCIL PERSONNEL COMMITTEE MEETING

Held Wednesday 24th August 2016

In the Community Centre, Playingfield Lane, Martham at 7.30pm

Present: Councillors Bradford, Johnson, Sutton and Watson.

Clerk: Sarah Hunt

1. Apologies for absence.
None
2. Declarations and dispensations for any items on the agenda.
None
3. The minutes of the Personnel meeting held on 14th October 2015 were PROPOSED
Cllr Watson, seconded Cllr Bradford as a true and correct record and signed by the
Chair.
4. Appraisals:
To review current arrangements.
Clerk to record any personnel/staffing conversations with other staff in appropriate
file.
Cllr Johnson to provide Clerk with one page appraisal form. **CLLR JOHNSON**
It was AGREED to propose that from 2017 appraisals take place prior to the
Personnel meeting and are undertaken by two members of the Committee. **CLERK**
5. Time Sheets:
It was AGREED by the meeting that the current system is sufficient.
6. To review Grievance Policy, Disciplinary Procedure and Training Policy.
It was AGREED to recommend that the NALC 2016 Policy for Grievance and
Disciplinary procedure be put forward to the Council for adoption.
That the Training Policy remain the same.
7. Items for next agenda.
None

It was AGREED to exclude the press and public due to the confidential nature of the
discussions taking place.

8. Staffing Matters.